

AGENCY FOR ACCREDITATION OF EDUCATIONAL ORGANIZATIONS  
AND PROGRAMS “SAPATTUU BILIM”

GUIDELINE  
FOR PREPARING A POST-ACCREDITATION REPORT

This guideline for preparing a post-accreditation report is developed by the agency in accordance with the APPENDIX on accreditation of educational organizations and programs of secondary and higher education by the Sapattuu Bilim Agency. Bishkek. 2020.

Approved by

P.Z. Bostonova, Director of the Sapattuu Bilim Agency

*This guideline defines the step-by-step actions for an educational organization to prolong the accreditation period of an educational program or a cluster of programs accredited for one year or three years, and can also*

*The instructions are given for preparing the report and completing the necessary documents to be submitted to the agency.*

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## INTRODUCTION

According to the Regulation<sup>1</sup> if an educational program (a cluster of programs) is accredited for one year, at the end of this period, the educational organization is entitled to submit to the Sapattuu Bilim accreditation agency a report on the results of the corrective actions in accordance with the recommendations of the external expert commission, based on consideration of which at the regular meeting of the Accreditation Council a decision can be made to prolong the accreditation period or to make an additional visit of 1-2 experts for an external assessment.

The aftereffect procedure is voluntary and includes the development of corrective actions taking into account the external expert commission's recommendations and comments, their implementation and the assessment of the received results with the preparation of the report on the results of the corrective actions.

The purpose of the aftereffect procedure is to improve the quality of the educational program (a cluster of programs) accredited for one year to the level recommended by the external expert commission.

These recommendations are intended to prepare the Report on the results of the corrective actions.

### I. GENERAL PROVISIONS

The report on the results of the corrective actions is developed by the internal expert commission of the educational organization consisting of persons responsible for accreditation, heads of structural subdivisions (a chair, a faculty, an institute, a center, etc.), educational programs (program clusters) which are accredited for one year and approved by the head of the educational organization.

The report on the results of the corrective actions is submitted to the Sapattuu Bilim Agency for its subsequent consideration at the regular meeting of the Accreditation Council, which makes a decision (positive or negative) to prolong the accreditation period or to make an additional visit of 1-2 experts for the external assessment.

### II. CONTENTS OF A REPORT

The report on the results of the corrective actions should contain an introduction; brief information on an educational organization and an educational program (a cluster of programs) accredited for an incomplete period; recommendations of the external expert commission; corrective actions aimed at implementation of these recommendations; results of the corrective actions with their assessment; references to the supporting documents; conclusions.

The main part of the information is presented in a tabular form.

The supporting documents can be provided in appendices.

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<sup>1</sup> The REGULATION on accreditation of educational organizations and programs of secondary and higher education. Bishkek. 2019

### III. MAIN PRINCIPLES FOR PREPARING A REPORT

1. Structuredness.
2. Readability.
3. Analyticity.
4. Criticality.
5. Evidentiality.

### IV. THE STRUCTURE OF A REPORT

The content of the Report on the results of the corrective actions should be organized according to the following structure.

#### TABLE OF CONTENTS

Introduction

I. General information

1.2 Information on an educational organization

1.3 Information on an educational program (a cluster of programs)

II. A detailed description of corrective actions

Conclusions

Appendices

### V. RECOMMENDATIONS FOR THE CONTENTS OF THE REPORT SECTIONS

#### **Introduction**

This section should contain the legal basis and the periods of the aftereffect procedure; the purpose of the aftereffect; a brief description of the performed corrective actions (for example, “the goals and the development strategy of the educational programs are agreed with the goals and the development strategy of the educational organization”); the discussion results of the report on the results of the corrective actions at the level of the relevant structural subdivisions of the educational organization in the form of a decision on the readiness of the educational program (a cluster of programs) accredited for an incomplete period to be considered at the regular meeting of the Accreditation Council.

#### **1 General information**

This section includes two subsections containing general information on an educational organization and an educational program (a cluster of programs).

##### **1.1 Information on an educational organization**

This subsection should contain general information on the educational organization in the form of completed Form 1 (Appendix A).

##### **1.2 Information on an educational program (a cluster of programs)**

This subsection should contain general information on the educational program (a cluster of programs) in the form of completed Form 2 (Appendix B).

#### **2. A detailed description of corrective actions**

This section should contain a detailed description of the corrective actions in the form of completed Form 3 (Appendix C).

The requirements for filling in Form 3 “A detailed description of corrective actions”:

Column 2 “Recommendations of the external expert commission” should contain the individual recommendations of the external expert commission specified in the section “Recommendations of EEC” of the Report on the external assessment results arranged in the same order.

Column 3 “Corrective Actions” should specify the corrective actions of the educational organization and the ways (the technological methods) of their implementation aimed at implementation of the external expert commission’s recommendations, the set of which allows for improving the quality of the educational program (a cluster of programs) accredited for an incomplete period to the recommended level.

Column 4 “Implementation periods” should specify the periods for implementing the corrective actions (in the format “year”).

Column 5 “Results” should include the specific results of the corrective actions (for example, “the goals and the development strategy of the educational programs are agreed with the goals and the development strategy of the educational organization”).

Column 6 “Assessment of the results” should include a comparison of the achieved results of the corrective actions with the target indicators of the corrective actions (specified in the recommendations), or the degree of implementing the recommendations with justification.

Column 7 “Confirming the implementation of the corrective actions” should include references to program documents, orders, instructions, regulatory acts and other documentation that confirms the implementation of individual corrective actions.

## **Conclusions**

This section should contain the general conclusions and the conclusion on the results of the aftereffect procedure providing the grounds for the educational organization to submit the Report on the results of the corrective actions to the Sapattuu Bilim agency, after consideration of which a decision to prolong the accreditation period can be made at the regular meeting of the Accreditation Council.

## **Appendices**

The appendices may contain the copies of the supporting documents.

## **VI. REQUIREMENTS FOR A REPORT**

The report on the results of the corrective actions **should be prepared in one of two languages – *Kyrgyz or Russian* - in a hard or soft copy form.**

The report should be submitted on behalf of the management of the educational organization, the structural subdivision implementing the educational program (a cluster of programs) and certified by the signature of the head of the educational organization.

It is recommended to execute a document in MS Word format. The page format is A4; the page margins: upper and lower - 2 cm, left - 3 cm, right - 1.5 cm. The font is Times New Roman; the type size is 12; the line spacing is 1.5.

Full justification; left indent - 1.25 cm.

The title of the section - all caps, the type size is 12, left-justified alignment, without indentation, the title of the subsection - bold, the type size is 12, left-justified alignment, without indentation.

The text in the tables: the font is Times New Roman; the type size is 9; the line spacing is 1.

A sample title page of the Report on the results of the corrective actions is shown in Appendix D.

APPENDIX A

Form 1 Information on an educational organization

Full name of an educational organization	
Founders	
Current state accreditation status:	
Type of business entity	
Ownership form	
Location	
Manager	
License	
State accreditation	
Number of students	

## APPENDIX B

### Form 2 Information on an educational program (a cluster of programs)

Educational programs	
Level of training / Standard term of training	
Structural subdivision (head)	
Graduate chairs (heads of graduate chairs)	
Persons responsible for independent accreditation of an educational program	
Dates of the external expert commission's visits to an educational organization	
Independent accreditation (number of a conditional accreditation certificate)	
Number of students	



APPENDIX C

Form 3. A detailed description of corrective actions

Recommendation No.	External expert commission's recommendations	Corrective actions	Implementation periods	Results	Results assessment (a degree of implementing the recommendations)	Confirming the implementation of corrective actions
1	2	3	4	5	6	7
	<i>A more effective system for motivating teachers and students to participate in international academic mobility, including by finding foreign partner to be developed</i>	<i>5 bilateral contracts are concluded</i> <i>Centralized information on grants and scholarships for study and internships abroad is provided, assistance in processing the applications is provided</i> <i>Free English course for teachers are organized</i> ... ...	<i>2019-2020</i>	<i>A system for motivating teachers and students to participate in international academic mobility has been developed.</i> <i>Five foreign citizens study in the accredited educational programs</i>	<i>Not fully implemented.</i> <i>The system for motivating teachers and students to participate in international academic mobility does not work effectively enough. This is due to the complex criminogenic situation and the high level of terrorist threat in the region.</i>	<i>Bilateral contracts with...</i> <i>Cooperation contracts with...</i> <i>The section of the official website "Grants and scholarships for study and internships abroad"</i> <i>(http://...)</i> <i>Rector's order No. ... dated ... regarding the organization of free English courses</i>
2		...				
...						

<sup>2</sup> The recommendation is given as an example. All coincidences are incidental.

APPENDIX D

[NAME OF A HIGHER EDUCATIONAL INSTITUTION]

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[DEPARTMENT]  
[GRADUATE CHAIR]

APPROVED BY

Rector (name of HEI)

- Full name

*(signature)*

“ ” 20

Stamp

REPORT

ON THE RESULTS OF THE CORRECTIVE ACTIONS

Dean of the department (name of the department)

Full name

Head of the chair (name of the chair)

Full name

(City, year)